

**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2765**

EXAMINATION REPORT  
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 166  
BROWNSBURG, INDIANA

January 1, 2002 to December 31, 2002





## TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Officials .....	2
Independent Accountant's Report.....	3
Schedule of Collections and Distributions.....	4
Notes to Schedule of Collections and Distributions .....	5
Statistical Information.....	6
Examination Results and Comments:	
Cash Shortage.....	7
Exit Conference.....	8
Summary .....	9
Affidavit .....	11

## OFFICIALS

### Office

### Official

### Term

Chairman, Bureau of Motor  
Vehicles Commission

Mr. Gary Gibson  
Mr. Gerald Coleman  
Ms. Mary DePrez

01-01-02 to 01-05-02  
01-06-02 to 02-29-04  
03-01-04 to 01-05-05

Branch Manager

Mrs. Debra Weigart

01-01-02 to 12-31-04



# STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
ROOM E418  
INDIANAPOLIS, INDIANA 46204-2765

Telephone: (317) 232-2513  
Fax: (317) 232-4711  
Web Site: [www.in.gov/sboa](http://www.in.gov/sboa)

## INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Number 166 (Branch) for the period of January 1, 2002, to December 31, 2002. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2002, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

October 1, 2004

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
 LICENSE BRANCH NUMBER 166  
 BROWNSBURG, INDIANA  
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS  
 January 1, 2002 to December 31, 2002

	<u>Amount</u>
Collections:	
Registrations	\$ 4,003,161
Titles	824,353
Drivers Licenses	249,569
Watercraft	107,772
Miscellaneous	<u>436</u>
Total	<u>\$ 5,185,291</u>
Distributions:	
State Fees	\$ 1,692,912
County Tax	2,946,133
Commission Fees	<u>546,246</u>
Total	<u>\$ 5,185,291</u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 166  
BROWNSBURG, INDIANA  
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles and drivers licenses are sold. Fees are uniform throughout the state. The following taxes are collected by the branches: excise tax, surtax, wheel tax, and use tax.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
 LICENSE BRANCH NUMBER 166  
 BROWNSBURG, INDIANA  
 STATISTICAL INFORMATION  
 January 1, 2002 to December 31, 2002

<u>Transactions Processed</u>	<u>Quantity</u>
Vehicle Registrations:	
Passenger	20,405
Motorcycle	923
RV (Housecar)	401
Light Truck	6,880
Other Truck	289
Farm Truck	78
Tractor	44
Trailer	2,521
Semi-Trailer	142
School and Church Bus	52
Other Bus	6
Other	11
	<hr/>
Total Vehicle Registrations	<u>31,752</u>
Drivers Licenses and Permits:	
Drivers Licenses/Learners Permits	11,424
CDL Licenses/CDL Permits	499
Placards	1,031
Other	6,250
	<hr/>
Total Drivers Licenses and Permits	<u>19,204</u>
Titles:	
Vehicles	13,984
Watercraft	238
	<hr/>
Total Titles	<u>14,222</u>
Total Watercraft Registrations	<u>1,434</u>



STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 166  
BROWNSBURG, INDIANA  
EXAMINATION RESULTS AND COMMENTS

CASH SHORTAGE

During 2002, the Branch experienced the following unexplained cash shortages:

<u>Date</u>	<u>Amount</u>
06-04-02	\$ 50.00
06-26-02	100.00
07-25-02	108.50
08-23-02	205.50
08-27-02	200.00
08-28-02	100.00
09-06-02	80.00
09-27-02	300.00
09-30-02	60.00
10-03-02	80.00
10-18-02	400.00
10-21-02	100.00
Total	<u>\$ 1,784.00</u>

According to branch officials, this matter was reported to and investigated by BMV Internal Affairs. During the investigation, in a meeting with the Branch Manager, the District Manager, and Larry Davis, Internal Affairs Director, Branch employee Kristine Higgins allegedly admitted responsibility for the missing cash and was terminated.

Repetitive requests were made of the Internal Affairs Director to obtain additional information about these cash shortages and the investigation that followed. After several unanswered requests, a meeting was scheduled with the Internal Affairs Director who stated this information would be provided. No information regarding the cash shortages or the investigation was ever provided by the Internal Affairs Director.

Former Branch employee, Ms. Kristine Higgins, was requested to reimburse \$1,784 for the missing cash. (See Summary, Page 9)

IC 5-13-6-1(b) states in part: ". . . all public funds . . . shall be deposited with the treasurer of state, or an approved depository selected by the treasurer of state not later than the business day following the receipt of the funds."

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 166  
BROWNSBURG, INDIANA  
EXIT CONFERENCE

The contents of this report were discussed on October 20, 2004, with Mrs. Debra Weigart, Branch Manager. The official concurred with our findings.

The contents of this report were discussed on November 1, 2004, with Ms. Kristine Higgins, former Branch employee.

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
 LICENSE BRANCH NUMBER 166  
 BROWNSBURG, INDIANA  
 SUMMARY

	<u>Charges</u>	<u>Credits</u>	<u>Balance Due</u>
Ms. Kristine Higgins, Former Branch Employee: Cash Shortage, Page 7	\$ <u>1,784</u>	\$ <u>-</u>	\$ <u>1,784</u>

(This page intentionally left blank.)

AFFIDAVIT

STATE OF INDIANA    )  
                              )  
HENDRICKS COUNTY)

I, Beth Rukes, Field Examiner, being duly sworn on my oath, state that the foregoing report based on the official records of the Brownsburg License Branch Number 166, Hendricks County, Indiana, for the period from January 1, 2002, to December 31, 2002, is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Field Examiner

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

County of Residence:    \_\_\_\_\_